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SUPPORT SERVICES COURSE

25 January - 19 March 1965

Schedule for weeks FIVE, SIX and SEVEN

23 February - 12 March 1965

Room 601, 1000 North Glebe Building

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Monday, 22 February 1965

H - O - L - I - D - A - Y

25X1A

Tuesday, 23 February 1965

0830 - 0920 Administration and Introduction

LOGISTICS PHASE

0930 - 1000 Introduction to Logistical Phase

25X1C

1000 - 1030 Study - Completion of Study Questions 1 through 9

25X1C

1040 - 1130 Field Procurement at a Small Station; Policy, Methods, Sources, [redacted]

1230 - 1350 Study - Completion of Study Questions 24 through 44

1400 - 1430 Agency Vehicles, TVAs, CTVAs, Transportation Allowances, Policy and Procedures; Reports

1440 - 1645 Study - Completion of Study Questions 63 through 31

[redacted]

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Wednesday, 24 February 1965

	0830 - 0900	Study
	0900 - 0950	Discussion of Study Questions 63 through 81
	1000 - 1050	Overseas Living Quarters; Housing Allowance; Real Estate Reports - Forms and Format
	1100 - 1130	Overseas Safehouse Acquisition, Maintenance and Disposition;
25X1C		[redacted]
	1130 - 1200	Film - Safehouse Acquisition
	1300 - 1345	Study - Completion of Study Questions 10 through 23
	1345 - 1430	Sources and Procedures for Requisitioning Materials -
25X1C		[redacted] and Lead Time
25X1C	1440 - 1530	Property Disposal and Transfer, Documentation [redacted]
	1540 - 1645	Discussion of Study Questions 10 through 23

25X1A

[redacted]

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25X1A

Thursday, 25 February 1965

0830 - 0900	Study
0900 - 1100	Study and Completion of Questions on [redacted] and Completion of Study Questions 48 through 62
1110 - 1200	Type II Procedures and Accountability
1300 - 1550	Type II Procedures and Accountability (including discussion of Study Questions on [redacted] and Study Questions 48 through 62)
1600 - 1645	Review of Sample Problem

25X1A

25X1A

[redacted]

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Friday, 26 February 1965

0830 - 0900	Study	25X1A
0900 - 1200	Completion of Type II Practice Problem	[redacted]
1300 - 1330	Critique of Practice Problem	
1340 - 1645	Test Problem - Type II Property	

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25X1A

Monday, 1 March 1965

0830 - 1000	Shipment of Material; Policy, Procedures, Channels and Documentation
1010 - 1100	Transportation, Travel involving the Movement of Personnel and their Property
1110 - 1200	Logistical Duties and Responsibilities Pertinent to Type II Field Stations

TRAVEL PHASE

1300 - 1645	Travel Procedures

[redacted]

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Tuesday, 2 March 1965

25X1A

[redacted]

0830 - 0900 Study

0900 - 1200 Travel Procedures

1300 - 1500 Travel Test

FINANCE PHASE

1510 - 1645 Study - Class B Handbook

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Wednesday, 3 March 1965

0830 - 0900	Study
0900 - 1000	Financial Support
1010 - 1100	Custodial Responsibilities
1110 - 1200	Financial Management of Projects
1300 - 1520	Cash Control Procedures
1530 - 1645	Case Officer and Agent Accounting

25X1A

[redacted]

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Thursday, 4 March 1965

0830 - 0900	Study
0900 - 1030	Cost Control Procedures
1040 - 1130	Budget Responsibilities of Chiefs of Station
1230 - 1645	Class B Procedures

25X1A

[redacted]

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Friday, 5 March 1965

0330 - 0900	Study	25X1A [redacted]
0900 - 1200	Class B Procedures	
1300 - 1645	Tour of Certification and Liaison Division, Office of Finance	

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Monday, 8 March 1965

Tour of 25X1A [redacted] Support Facilities 25X1A [redacted]

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Tuesday, 9 March 1965

0830 - 0900 Study

0900 - 1645 Class B Procedures

25X1A [redacted]

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Wednesday, 10 March 1965

0830 - 0900 Study

0900 - 1200 Class B Procedures

1300 - 1645 Class B Test

25X1A [redacted]

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Thursday, 11 March 1965

0830 - 0900 Study

0900 - 1230 General Administrative Problems Pertaining to Field Stations

1330 - 1430 Payrolling

1440 - 1645 Budget Formulation

25X1A

[redacted]

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25X1C

Friday, 12 March 1965

0830 - 1000 [redacted]

1010 - 1100 Audit Staff

1110 - 1200 Credit Union

1300 - 1500 Income Tax - General

1510 - 1530 Critique of Class B Test

1540 - 1645 Critique and Administration

25X1A [redacted]

NOTE: Report to Room 1A-13, Headquarters, Monday, 15 March 1965.

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